

Charity Registration No. 288962

FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2008

FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Jean Piggott - Chairman
Frances Messenger - Vice Chairman
Sarah Casdagli - Hon Secretary
Richard Wilde - Hon Treasurer
Maurice Pollock
Margaret Ashdown
Geoffrey Claridge
Sue Davis
John Hutson
Penny Spence
Cynthia Rivett
Jean Symons
Mary Tomlinson
Patricia Wilkinson
Diana Zeuner
Ex-officio: Richard Harris (Museum Director)
Co-opted: Bob Easson (Museum Visitor Services Manager)

Secretary

Lisa Neville - Membership Secretary

Charity number

288962

Principal address

Singleton
Chichester
West Sussex
PO18 OEU

Independent examiner

Neville Lacey BSc FCA
Jones Avens
Piper House 4 Dukes Court
Bognor Road Chichester
West Sussex PO19 8FX

Bankers

Barclays Bank plc
74/75 East Street
Chichester
West Sussex
PO19 1HT

National Westminster Bank plc
5 East Street
Chichester
West Sussex
PO19 1HH

FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

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FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2008

The trustees present their report and accounts for the year ended 31 December 2008.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Charities Act 1993 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

The Friends of the Weald & Downland Open Air Museum is an unincorporated Society governed by its Rules first adopted on the 29 August 1970 and amended in subsequent years, the latest being 12 April 2002. The conduct and administration of the Society are the responsibility of the committee who are the charity trustees. The committee consists of the officers, Chairman, Hon Secretary and Hon Treasurer, and up to twelve elected members. The committee elects one of its members to hold the office of Vice Chairman. Each year, four committee members resign and at the Annual General Meeting of the Society the members elect the three specified officers to serve for one year and committee members to fill the vacancies.

The trustees who served during the year were:

Jean Piggott - Chairman

Frances Messenger - Vice Chairman

Sarah Casdagli - Hon Secretary

Richard Wilde - Hon Treasurer

Maurice Pollock

Margaret Ashdown

Geoffrey Claridge

Sue Davis

John Hutson

Penny Spence

Cynthia Rivett

Jean Symons

Mary Tomlinson

Patricia Wilkinson

Diana Zeuner

Ex-officio: Richard Harris (Museum Director)

Co-opted: Bob Easson (Museum Visitor Services Manager)

The Society employs one part-time administrator, Lisa Neville, as Membership Secretary.

Every year all members of the Friends are circulated with the annual report and accounts with details of the Annual General Meeting and are invited to nominate candidates for the officers and committee members to be considered at the Annual General Meeting. In the event that there are more candidates than there are vacancies the matter is decided by a vote of the members present. New trustees are provided with a package of information about the Society and the responsibilities of a charity trustee.

FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2008

Objectives and activities

The Society is established to support and assist the Weald & Downland Open Air Museum and to promote its use and enjoyment by the public. The Society receives funds by subscriptions, donations and fund raising events. All funds may only be used for making grants or loans to the Weald & Downland Open Air Museum and for the expenses of administering the Society.

Subscription income decreased over 2007 by £87 to £158,933. Gift aid tax reclaims added a further £35,877. Three successful fundraising events were held during the year which together raised £4,464 after all expenses. We are very grateful to Barclays Bank plc and their employees for their contribution of £2,150 towards this total from their community funds programme.

Achievements and performance

The Friends made grants to the Weald & Downland Open Air Museum totaling £190,080 during the year. A substantial part of this total, £110,000, was granted to support the costs of the essential activities of the Museum, including exhibit enhancements, historic gardens development and maintenance, marketing and publicity, horses and livestock, site maintenance, the schools service, staff and volunteer training and support for the curatorial and collections activities.

The balance, totaling £80,080, were made for a very wide range of projects and activities, from the purchase of capital equipment to site enhancements to research and dismantling for new exhibits. Full details of the grants made are included in the notes to the accounts.

To encourage the participation of members in the Friends and in the Museum, we also run a series of social activities throughout the year. In 2008 we had a six day spring tour to the West Country and five one-day trips covering a wide variety of activities and interests.

Financial review

The free reserves of the charity are the unrestricted funds arising from past operating results. The committee have examined the requirement to maintain free reserves and have concluded that the most appropriate level is between three and six months of committed expenditure. The Friends ended the year with £65,054 in reserves which is within the policy guidelines and will enable us to meet requests for grant support during the first half of 2009.

On behalf of the board of trustees

Jean Piggott - Chairman

Trustee

Dated:

FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

I report on the accounts of the charity for the year ended 31 December 2008, which are set out on pages 4 to 10.

Respective responsibilities of trustees and examiner

As the charity's trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 41 of the Act; and
 - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Neville Lacey BSc FCA
Jones Avens

Piper House 4 Dukes Court
Bognor Road Chichester
West Sussex PO19 8FX

Dated:

FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2008

	Notes	2008 £	2007 £
<u>Incoming resources from generated funds</u>			
Voluntary income	2	196,753	194,920
Activities for generating funds		4,464	6,518
Investment income	3	2,482	2,671
		<hr/>	<hr/>
		203,699	204,109
Other incoming resources	4	6	-
		<hr/>	<hr/>
Total incoming resources		203,705	204,109
		<hr/>	<hr/>
<u>Resources expended</u>			
Costs of generating funds			
Fundraising costs	5	861	701
		<hr/>	<hr/>
Net incoming resources available		202,844	203,408
		<hr/>	<hr/>
Charitable activities			
Supporting Weald & Downland Open Air Museum	6 & 7	204,348	198,678
		<hr/>	<hr/>
Governance costs	8	661	749
		<hr/>	<hr/>
Total resources expended		205,870	200,128
		<hr/>	<hr/>
Net (expenditure)/income for the year/ Net movement in funds		(2,165)	3,981
		<hr/>	<hr/>
Fund balances at 1 January 2008		67,219	63,238
		<hr/>	<hr/>
Fund balances at 31 December 2008		65,054	67,219
		<hr/> <hr/>	<hr/> <hr/>

FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

BALANCE SHEET

AS AT 31 DECEMBER 2008

	Notes	2008 £	£	2007 £	£
Current assets					
Debtors	11	19,985		16,557	
Cash at bank and in hand		45,783		51,877	
		<u>65,768</u>		<u>68,434</u>	
Creditors: amounts falling due within one year					
	12	(714)		(1,215)	
Total assets less current liabilities			65,054		67,219
			<u><u>65,054</u></u>		<u><u>67,219</u></u>
Income funds					
Unrestricted funds			65,054		67,219
			<u><u>65,054</u></u>		<u><u>67,219</u></u>

The accounts were approved by the Trustees on

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Jean Piggott - Chairman
Trustee

FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2008

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Charities Act 1993.

1.2 Incoming resources

Membership subscriptions, donations and gift aid are recognised when they are received. Fundraising income is recognised in the year the event takes place.

Incoming resources from Social events are included net of expenditure within donations and gifts. Social events are run for the members and not for fundraising, and the policy adopted for a number of years has been to treat any surplus as donations.

1.3 Resources expended

Liabilities are recognised when they are incurred.

Fundraising costs are recognised in the year the event takes place.

Charitable activity expenditure and corporate governance costs are recognised when they have been incurred.

2 Voluntary income

	2008	2007
	£	£
Donations and gifts	1,943	1,717
Members subscriptions	158,933	159,020
Gift aid	35,877	34,183
	<hr/> 196,753 <hr/>	<hr/> 194,920 <hr/>

3 Investment income

	2008	2007
	£	£
Interest receivable	2,482	2,671
	<hr/> 2,482 <hr/>	<hr/> 2,671 <hr/>

FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2008

4 Other incoming resources

	2008 £	2007 £
Other income	<u>6</u>	<u>-</u>

5 Total resources expended

	Staff costs £	Other costs £	Grant funding £	Total 2008 £	Total 2007 £
Costs of generating funds					
Fundraising costs	-	861	-	861	701
Charitable activities					
<u>Supporting Weald & Downland Open Air Museum</u>					
Grant funding of activities	-	-	190,080	190,080	185,247
Support costs	7,535	6,733	-	14,268	13,431
Total	<u>7,535</u>	<u>6,733</u>	<u>190,080</u>	<u>204,348</u>	198,678
Governance costs	-	661	-	661	749
	<u>7,535</u>	<u>8,255</u>	<u>190,080</u>	<u>205,870</u>	<u>200,128</u>

Governance costs includes payments to the independent examiner of £400 (2007: £360) for examination fees and £261 (2007: £240) for the preparation of the accounts.

FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2008

6 Grants payable

	2008 £	2007 £
Supporting Weald & Downland Open Air Museum	190,080	185,247

Analysis of grants made in 2008:-

£110,000 - This grant was made in four quarterly payments and makes a contribution towards the costs of core activities of the Museum, including exhibit enhancements, historic gardens development and maintenance, marketing and publicity, horses and livestock, site maintenance, the schools service, staff and volunteer training and support for curatorial and collections activities.

£7,500 - Clothing project

£10,000 - Rare Breeds Show

£2,500 - Path from Hangleton to Timber Yard

£8,000 - Thatch repairs Hangleton & Catherington

£2,000 - Tiled roof repairs - Longport

£2,840 - Mill pump repair

£800 - Tools for Conservation Team

£900 - 3 Benches in Memoriam

£3,923 - Wheels for Sussex Wagon

£1,500 - Parking improvements - Materials only

£1,474 - Stillages for Tiles

£1,288 - Gonville Cottage Archaeological Dig

£5,900 - Web Server

£6,000 - Arena Fencing for Shows

£2,865 - Hand Held Radios

£2,500 - Mills Archive Project - Stage Payment

£6,450 - Rides Wagon

£6,000 - Woodland Signs

£1,080 - Topper (Grasscutter)

£5,000 - Computers, cables etc

£1,560 - Gardens Consultancy

7 Support costs

	2008 £	2007 £
Printing, postage and stationery	6,332	5,210
Sundry expenses	401	750
Staff costs	7,535	7,471
	14,268	13,431

FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2008

8 Governance costs

	2008 £	2007 £
Other governance costs comprise:		
Accounts examination	661	600
AGM expenses	-	149
	<u>661</u>	<u>749</u>

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or reimbursement of expenses during the year.

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2008 Number	2007 Number
Part-time administrator	<u>1</u>	<u>1</u>

Employment costs

	2008 £	2007 £
Wages and salaries	7,277	7,080
Social security costs	258	391
	<u>7,535</u>	<u>7,471</u>

There were no employees whose annual emoluments were £60,000 or more.

11 Debtors

	2008 £	2007 £
Prepayments and accrued income	<u>19,985</u>	<u>16,557</u>

FRIENDS OF THE WEALD & DOWNLAND OPEN AIR MUSEUM

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2008

12 Creditors: amounts falling due within one year	2008	2007
	£	£
Accruals	714	1,215
	<u> </u>	<u> </u>